



Example of Caretaker Job Description

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Our company is growing rapidly and is hiring for a caretaker. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for caretaker

- Initiates and drives Environmental initiatives and incentives in Housing
- Carrying out school crossing duties twice a day
- Rubbish disposal
- Post Distribution
- To undertake cleaning duties throughout the day to an agreed specification
- Changes fluorescent tubes
- Washes walls, dividers
- Disposes of refuse
- Unlock and lock premises before commencement of the school day and after completion of school activities and cleaning operations, as required by the Premises Supervisor and/or Support Services Officer
- Secure all windows and doors and set intruder alarm systems where installed

Qualifications for caretaker

- Will be required to climb stairs in order to access equipment
- Scheduled duties including first line repair and maintenance of fixtures and fittings, H&S checks and recording including the testing of lighting, heating and alarm systems and emergency generators, and boiler plant
- Porterage duties including the preparation of venues for meetings/conferences/special events including provision and clearance of equipment, drinks Undertaking office removals as required

service is maintained

- The collation and preparation of waste for disposal, to include transportation where required
- Provide first line response to general equipment failures, to undertake repairs where possible